

24	TEDS		
KDE Contact (Data Steward)	Kiley Whitaker	Updated	01/09/13
Description	The Technical Education Database System (TEDS) tab in Infinite Campus is for entering data on Career and Technical Education (CTE) students. All initial data entry for CTE students should be completed on the TEDS tab in Infinite Campus and then imported to TEDS		
Data Standard Reg sites, data use, etc.	<ul style="list-style-type: none"><li>• <u>Perkins Accountability</u> – Federal Perkins Law and Perkins funding is based on CTE data that is initially entered into the TEDS tab.</li><li>• <u>Career Readiness</u> – Career Readiness accountability is based on CTE data that is initially entered into the TEDS tab.</li></ul>		
How is data used	<ul style="list-style-type: none"><li>• Federal Reporting</li><li>• College and Career Readiness</li><li>• Federal Funding</li><li>• State Funding</li></ul>		
Noted Changes for current year	CIP Codes and Industry Certifications will be updated with the new codes in the dropdown menus.		
Available Ad-Hoc & Reports	TEDS SQL Pass-Through Query for Federal Indicators KY State Reporting – TEDS Report		
Available Training	<a href="#">TEDS Infinite Campus Training</a> <a href="#">TEDS Beginning of Year Training Registration System</a>		
24A	Adding or Updating a TEDS Enrollment		
Campus Path:	Select a Student > Click on TEDS tab		
<p>Step 1: Click Add TEDS for a New Enrollment or click on the Enrollment if activating an inactive enrollment. You should always choose to activate an inactive existing enrollment if possible when the student is continuing in the same Career Pathway/CIP Code. Do not change a current enrollment to a new Career Pathway/CIP Code. Choose to Add a New Enrollment if the student has a new Career Pathway/CIP Code.</p>			

Add TEDS
 Save
 Delete

**TEDS**

Knox Central High School  
 Start Date: 04/25/2012 CipCode:Agriculture-ANIMALSYSTEMS

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**TEDS**

**\*School**  
 Knox Central High School(410)

**\*Start Date**  
 04/25/2012

**End Date**  
 [ ]

**\*CIP Code**  
 01.0901: Agriculture-ANIMALSYSTEMS

**Special Populations**  
 [ ]

**\*Daily Attendance Hours**  
☒ Semesters ☐ Trimesters

**Credit Hours**  
 0

**\*Student Objective**  
 2: Exploring

**Termination Status**  
 [ ]

**\*Term 1** **\*Term 2**  
 1 1

**ONET Code**  
 [ ]

**ONET Date**  
 [ ]

**Federal ID**  
☐

**Credential Earned**  
 [ ]

**ATC\_CTC**  
 [ ]

**Industry Certificate**  
 [ ]

**Work Based Learning**  
 [ ]

**Step 2: Complete required fields in Red on TEDS tab and update Credit Hours**

**Start Date:** Enter the month, day and year (##/##/##) the student enrolled in the CTE program the first time. This should not be updated after it is initially entered.

**CIP Code:** Use the drop down menu to select the appropriate career pathway/CIP code

**Daily Attendance Hours:** This is the average daily attendance (amount of time spent in courses each day) for a student in the Career Pathway (CIP Code). The user will first select either semesters (full-year, block, semesters, and quarters) or trimesters, depending on the school schedule. Depending on this selection, the user will have either two or three attend hour fields. The user will be able to enter the exact value without rounding to the nearest half hour in these fields. Calculation for Daily Attendance Hours is sum of time spent in courses for indicated Career Pathway divided by 60 (if the student was in courses for 55 minutes each day for this program, the calculation is  $55/60 = 0.92$ ). Additional calculations may be necessary for block schedules where students are not in the course each day.

**Special Populations:** Use the drop down menu to select special population's category of either single pregnant female or single parent. This is required data if you have it, but you should not ask students to submit this information for TEDS.

**Student Objective:** Use the drop down menu to select Student Objective:

- Exploring - a student who is enrolled in the first or second credit within a sequence of courses leading to a career major
- Preparatory - a student who has completed two career and technical education credits in a preparatory program and is enrolled in the third credit course(s).

**Termination Status (Optional in IC, Required in TEDS):** Use the drop down menu to select the appropriate Termination Status. Data will only import to TEDS on active students. If you are terminating inactive students, this must be done in TEDS.

**End Date (Optional in IC, Required in TEDS):** Enter the month, day and year (##/##/##) of termination. This should be the date that the student leaves your school, not when the student quits taking courses in the Career Pathway.

**Federal ID (Optional in IC, Required in TEDS):** The federal reporting indicator designates the one program in which a student will be included in federal Perkins reporting. The indicator must be marked once (and only once) for each student, regardless of the number of programs the student is enrolled in during a school year. If the student has a preparatory student status in an enrollment, then that enrollment must be marked.

**Industry Certificate(Optional in IC, Required in TEDS):** Use the drop down menu to select appropriate Industry Certificate

**ATC/CTC:** Use the drop down menu to link students to the Area Technology Center or Career Technology Center in which they are enrolled in the selected career pathway/program. Leave this field blank if the student is not enrolled in an ATC or CTC.

Campus Path: KY State Reports &gt; TEDS Report

**Step 1: Expand KY State Reporting**

**TEDS Report**

This tool can extract data to complete the TEDS Report. Choose the District Format to get the file in the state defined csv format, otherwise, choose one of the testing/debugging formats.

**Extract Options**

Date Range: 06/04/2012 -- 06/04/2012

Extract Type: Enrollment

Format: State Format (Fixed width)

**Select Calendars**

Which calendar(s) would you like to include in the report?

☒ active year ☐ list by school ☐ list by year

**11-12**

- 11-12 CENTRAL ELEMENTARY SCH
- 11-12 DEWITT ELEMENTARY SCH
- 11-12 Flat Lick Elementary Sch
- 11-12 G R Hampton Elementary S
- 11-12 GIRDLER ELEMENTARY SCHC
- 11-12 Jesse D Lay Elementary S
- 11-12 KNOX APPALACHIAN SCHOC
- 11-12 Knox Central High School**
- 11-12 Knox County Learning Aca
- 11-12 Knox County Middle Schoo
- 11-12 LYNN CAMP ELEM
- 11-12 LYNN CAMP HIGH

CTRL-click or SHIFT-click to select multiple

**Generate Extract**

**Step 2: Click on TEDS Report**

**Date Range** – Enter the first day of school until the last day of school (07/01/2013 – 06/30/2014)

**Extract Type** – Use Enrollment for the first export and then repeat for Demographic

**Format** – Use State Format (fixed width) for both Enrollment and Demographic Extract Types

**Optional Format** – Use HTML for both Enrollment and Demographic Extract Types if you would like data that can be imported into Excel to verify if the data is correct before importing to TEDS or if you receive a Line # error during TEDS import.

**Generate Report** – Click Generate report for Enrollment, save as TEDSEnrollment  
Click Generate report for Demographic, save as TEDSDemographic